



## How to Register for the Conference

### Starting Registration

- Log into your MI-TRAIN account at <https://mi.train.org>
  - Note: **If using Internet Explorer 8**, please make sure the compatibility view is turned on. If you receive an error message during the payment portion, you may need to add the following link to your compatibility view settings: <http://miPPCReg.state.mi.us/Welcomepage.aspx>
- To locate the conference registration:
  - In the search box, type “**1049759**” or “**2014 Great Lakes Homeland Security Training Conference**”, then click enter.
- **Click on the conference title** to get more information, including:
  - Under the “**Conference Details**” tab, you will find information about the conference.
  - Under the “**Travel and Lodging**” tab, you will find information on local hotels and rate information. Please note attendees are responsible for arranging their own lodging needs.
  - Under the “**Registration**” tab, you will find all conference and workshop details.
  - Under the “**Contacts**” tab, you will find conference e-mail and phone information.

### Registering- Conference and Workshops

- Under the “**Registration**” tab, click on the “**Register for Conference**” button located at the top left corner to begin registration.
- You will now be able to select specific workshops to attend by clicking the “**Add**” button located to the left of each workshop title. To delete a workshop you selected, click the “**Remove**” button located to the left of the specific workshop title. Please note it may take a minute for the page to refresh after each workshop selection. Once you have selected all of your workshops, click the “**Next**” button at the bottom of the page.
- On the next screen, no additional information is required. Click the “**Next**” button at the bottom of the page.
- Please verify that all of your information is correct. **Please note, your name badge and itinerary will be printed from this information**, so be sure it is exactly as you would want it to appear on other materials. Make any needed changes then click “**Next**”.
- You will now see all of the workshops you selected. If everything is correct, click the “**Complete Registration**” button located at the bottom of the page. To make changes, click the “**Scheduling**” link at the top left corner of the page.
- If you have been directed **to use a registration code**, please enter the code in the box and click “**Continue**”. If you **do not have a code**, leave the box blank and click “**Continue**”.



### Dietary Needs

- You will be asked if you have any special dietary needs. If so, please describe in the box provided.

### Registering a Spouse/Guest

- Next, you will be asked if your **spouse/guest** would like to attend any of the additional activities. Please make the appropriate selections and enter their name, if applicable. Please note there is an **additional \$30 charge for a guest to attend the dinner and evening speaker on Tuesday, May 13**. You will be billed separately for the spouse/guest fee.

### Payment Information

*(Note – when using a special registration code, you may not see all of the below steps when registering)*

- You will now be asked who is responsible for payment. Please select **Employer** or **Self** and click **"Continue"**.
- **If you selected your employer**, you will need to enter your employer's information and then click **"Continue"**.
- **If you selected self**, you will now be asked how you would like to pay. Please select **Invoice** or **Credit Card** and click **"Continue"**. You will need to verify your information and click **"Continue"**.

### Finalizing Information

- You will now see a summary of your information and charges. If everything is correct, you will need to agree to the terms and conditions by checking the box and then click **"Continue"**.
- You will receive a confirmation indicating you completed the payment process. **You are now registered for the conference.**
- You can either close the window or click the **"Return to MI-TRAIN"** button.
- You should receive a confirmation e-mail within one business day (please be sure you have agreed to receive emails from MI-TRAIN under "My Account" settings).
- If you selected to be invoiced, you should receive your invoice electronically within two business days.

**For questions with registration, please e-mail:**

[emhsd-conference@michigan.gov](mailto:emhsd-conference@michigan.gov)